

## **Invitation to Tender**

The development of the Knowledge Hub portal website and the operation management system under the Gerontechnology Platform for The Hong Kong Council of Social Service - Innovation and Technology for Ageing and Partner Organizations [Tender Reference: ITAGPKH2]

The Hong Kong Council of Social Service (HKCSS) - Innovation and Technology for Ageing (ITA) is seeking interested tenderers to implement the captioned system.

## **Non-Disclosure Requirement**

Please note that the contents, including the attachments, of this email is only for your use to make a response to our request for a proposal. Other uses are strictly prohibited.

If you do not intend to make a response, please advise us accordingly and destroy this email immediately. Thank you for your cooperation.

## **Submission of Tender**

“Two-envelope System” will be adopted. Tender will be submitted in two envelopes in TRIPLICATE

Technical Proposal: All proposals, documents and information with Section 9: Schedules – Technical in System Requirement Specification documents should be submitted. Technical proposal that contains the technical information only, i.e. all information except pricing, in a separately sealed envelope. The envelope must be marked “Technical Proposal – Tender for the development of the Knowledge Hub portal website and the operation management system under the Gerontechnology Platform (Ref: ITAGPKH2)”. An envelope includes three (3) hardcopies and one softcopy in a CD ROM are required.

Price Proposal: Section 10: Schedules – Price in System Requirement Specification documents should be submitted. Price proposal that contains the price information only in a separately sealed envelope. The envelope must be marked “Price Proposal – Tender for the development of the Knowledge Hub portal website and the operation management system under the Gerontechnology Platform (Ref: ITAGPKH2)”. An envelope includes three (3) hardcopies and one softcopy in CD-ROM are required.

Both envelopes mentioned above with the Form of Tender signed with company chop shall be placed inside another sealed envelope, addressed, endorsed and deposited.

Softcopy of technical proposal and price proposal should be stored in separate CD-ROM and submitted in the sealed envelope with their corresponding hardcopies. To facilitate the evaluation process, the softcopies of all documents on CD-ROMs must have the “search” and “printing” option enabled. In the event of conflict between the hardcopy and softcopy, the hardcopy version shall prevail. All tenderers should utilize the standard forms attached in the Tender Document to compile their proposals. The tenderers need to return the entire Form of Tender and the attachment with relevant information filled in, and authorized signature & company chop on the first and the last pages of the Form. Please note that unless your tender has provided all the requested information, we would be unable to process your submission.

All tender proposals must be enclosed in one (1) sealed envelope clearly marked “Tender for the development of the Knowledge Hub portal website and the operation management system under the Gerontechnology Platform (Ref: ITAGPKH2)”. The tender should be addressed to The Tender Opening Committee, The Hong Kong Council of Social Service – Administration Office, 13<sup>th</sup> floor, Duke of Windsor Social Service Building, 15 Hennessy Rd, Wan Chai, Hong Kong and forwarded to reach the tender box at 13<sup>th</sup> floor of the same address. No other marks, especially those which could hint on the identity of the tenderer, should appear on the envelope.

Your tender should reach the tender box no later than 12:00 noon, Friday, 7 May 2021. In case that Tropical Cyclone Warning Signal No. 8 or above, or Black Rainstorm has been hoisted within the three (3) hours prior to the tender closing time, the tender closing time will be automatically deferred to 12:00 noon of the following business day.

Late tenders would not be considered. The Hong Kong Standard Time broadcast by The Hong Kong Observatory at its webpage [www.hko.gov.hk/gts/time/HKSTime.htm](http://www.hko.gov.hk/gts/time/HKSTime.htm) would be referenced.

Tenderers are reminded that you are responsible for all the expenses to be incurred in the preparation, submission of the tenders and going through the tendering process.

Tenderers are also reminded that The Hong Kong Council of Social Service - Innovation and Technology for Ageing is not bound to accept the lowest bid, nor accept any received tenders at all if the situation warrants.

If you are unable to make offer, please also sign and return the form of Decline to Offer on or before the tender closing. It is assumed that you are not interested in this tender if we do not receive any reply and submission before the tender closing.

### **Supplier Interview**

Suppliers must attend the interviews requested by The Hong Kong Council of Social Service - Innovation and Technology for Ageing in the tendering process, demonstration and/or presentation of its Proposal, answering questions and clarifications may be required at the expenses of the Suppliers.

Supplier's interview will be conducted in May 2021 but the timetable may be revised according to actual needs.

### **Further Communication**

All tenderers should note that the formal tender process has started already. Tenderers therefore should not attempt to initiate any further unnecessary contacts with The Hong Kong Council of Social Service - Innovation and Technology for Ageing or its representative, whether direct or indirect, on their tenders that may or possibly affect the position of any particular tenderers.

All further communication regarding this tendering should be in writing to the email address of [sam.mang@hkcss.org.hk](mailto:sam.mang@hkcss.org.hk).

Please acknowledge receipt of this email by returning the attached "Acknowledgement - Tender Reply Slip – ITAGPKH2" to us accordingly, thank you. Thank you for your interest and support in this tendering.

Yours sincerely

The Hong Kong Council of Social Service - Innovation and Technology for Ageing